CITY COUNCIL CANDIDATE PACKET



NOVEMBER 6, 2018 ELECTION



May 21, 2018

Dear Candidates and Officeholders:

The City of Huntsville, Texas, is a municipal corporation that operates under its own Charter and state law. Please understand the material in this packet is not exhaustive and it is the duty of the candidate/officeholder to become familiar with and follow the laws, rules, and regulations applicable to campaigns for office.

The role of the City Secretary's Office is to accept and file the various candidate applications, affidavits, and statements required, and note the date of filing thereon. There is no legal duty to inform anyone of the necessity of or deadlines for filing any of the documents or to advise anyone in regard to the meaning and requirements of statutes. The City Secretary should not be expected to judge or comment upon the timeliness or sufficiency of reports filed, but rather to serve only as the custodian of the records for the benefit and convenience of the public.

On the filing of an application for a place on the ballot, the City Secretary must review the application to determine whether it complies with the requirements as to <u>form, content, and procedure</u> only. That is, the City Secretary checks to be sure it was filed correctly and in a timely manner and that all required information is completed and attested to. The review must be completed not later than the <u>fifth</u> day after the date the application is received by the authority. If an application does not comply with applicable requirements, the City Secretary must reject the application and immediately deliver to the candidate written notice of the reason for the rejection. [Sec. 141.032(e)]

Section 141.032, which governs the review of a candidate's application for a place on the ballot for form, content, and procedure, does not apply to a determination of a candidate's eligibility.

All applications, affidavits, statements, and campaign reports filed with the City Secretary's office are considered public information, may be posted on the City web site, and are open for inspection by any person.

Persons with general election or campaign questions may contact the Elections Division of the Secretary of State's Office at 1-800-252-VOTE or www.sos.state.tx.us, or the Texas Ethics Commission at 512-463-5800 or www.ethics.state.tx.us.

If you have specific questions for the City Secretary's office, please do not hesitate to call 936-291-5403 or email citysecretary@huntsvilletx.gov. You may also wish to visit the Elections page on the City's website at http://www.huntsvilletx.gov/Elections.

Sincerely,

Lee Woodward, TRMC, MMC, CPM, PRP

City Secretary

CITY SECRETARY

1212 Avenue M • Huntsville, TX 77340 • 936.291.5403 • citysecretary@huntsvilletx.gov

2018 Candidate Packet

General Information in the packet:

- 1. Eligibility requirements City Officers
 - 2. Election calendar At-a-Glance full calendars will be available on the Texas Secretary of State website at http://www.sos.state.tx.us/elections/candidates/index.shtml
- 3. Excerpts of City and State regulations concerning candidacy and political activity
- 4. Texas Ethics Commission (TEC) materials
 - o Campaign Treasurer Appointment form and form if using modified reporting
 - Code of Fair Campaign Practices
 - Political Advertising brochure cover page full *Political Advertising, What You Need to Know* brochure (revised January 2017) available on Texas Ethics Commission website at https://www.ethics.state.tx.us/filinginfo/padpubs.htm
 - Political Fundraising brochure cover page full Political Fundraisers, What You Need to Know brochure (revised August 2015) available on the lower right side of the Texas Ethics Commission (TEC) website homepage at www.ethics.state.tx.us
 - o TEC resolution regarding advertising investigations
- 5. Application form & instructions in English and Spanish

Additional resources available elsewhere:

Campaign Finance Reporting Information - Available through the Texas Ethics Commission web site, http://www.ethics.state.tx.us/

State Election Information – Available from the Texas Secretary of State web site, http://www.sos.state.tx.us/

City Charter & City Council Rules of Procedure - http://www.huntsvilletx.gov/348/Laws-Rules

City Budget documents - http://www.huntsvilletx.gov/193/Budget

City website — www.huntsvilletx.gov - The City of Huntsville also maintains a Facebook page, Twitter account, and other social media pages, and issues regular publications — links and/or subscriptions to all of these are available on the website. Also find access to all City Departments, Meetings and Events, archived material, contact information, the City's Code of Ordinances and Development Code, etc. Start on the homepage by clicking the blue Start on the homepage by clicking the blue Start on the homepage by clicking the blue Start on the homepage by clicking the blue Start on the homepage by clicking the blue Start on the homepage by clicking the blue Start on the homepage by clicking the blue Start on the homepage by clicking the blue Start on the homepage by clicking the blue https://www.neetings.gov/start/ - Start on the homepage by clicking the blue https://www.neetings.gov/start/ - Start on the homepage by clicking the blue https://www.neetings.gov/start/ - Start on the homepage by clicking the blue https://www.neetings.gov/start/ - Start on the homepage by clicking the blue https://www.neetings.gov/start/ - Start on the homepage by clicking the blue https://www.neetings.gov/start/ - Start on the homepage by clicking the blue of the homepage by th

ELIGIBILITY REQUIREMENTS – CITY OFFICERS

To become a candidate for a City officer, the City Charter requires (section 4.02):

- be a citizen of and a qualified, registered voter of the State of Texas and the City of Huntsville;
- 2. if applicable, be a resident of the ward in which the Council seat is sought;
- 3. be free of debts in taxes or any assessment to the City;
- 4. be at least 21 years of age on the date of the election; and
- 5. be a resident of the City for at least 12 months next preceding the election.

Additionally, State law requires that to become a candidate for City officer (Election Code, Subchapter A, section 141.001 V.T.C.A.):

- 1. be a citizen of the United States;
- 2. not be under an adjudication of mental competence; and
- 3. not have been convicted of a felony for which he or she has not been pardoned or had his or her civil rights restored by other official action.

Candidates are also subject to the requirements of the State's nepotism law, conflicts of interest law and the loyalty clause.

[Section 141.003 V.T.C.A. permits a home rule city, by Charter, to prescribe age and residence qualifications different from those prescribed in section 141.001 V.T.C.A. within certain limits (Election Code – Texas)]

For ineligibility, see sections 145.003; 145.004.

CITY CHARTER - City of Huntsville

SECTION 6.06. FILING FEES.

An application to become a candidate for Mayor and/or Councilmember must be accompanied by a filing fee of One Dollar (\$1.00). The payment of such filing fees shall be in cash.

November 6, 2018 - Uniform Election Date

First Day to Apply for Ballot by Mail	Monday, January 1, 2018* *First day to file does not move because of New Year's Day holiday. An "Annual ABBM" or FPCA for a January or February 2018 election may be filed earlier, but not earlier than the 60th day before the date of the January or February election.
First Day to File for a Place on the General Election Ballot (Local Political Subdivisions Only) ¹	Saturday, July 21, 2018
Last Day to Order General Election or Special Election on a Measure	on a Monday, August 20, 2018
Last Day to File for a Place on the General Election Ballot (Local Political Subdivisions Only) ²	(Local Monday, August 20, 2018 at 5:00 p.m. See note below relating to four-year terms³
Last Day to File a Declaration of Write-in Candidacy (Local Political Friday, August 24, 2018 Subdivisions Only)	Friday, August 24, 2018
Last Day to Register to Vote	Tuesday, October 9, 2018* *First business day after Columbus Day
First Day of Early Voting by Personal Appearance	Monday, October 22, 2018
Last Day to Apply for Ballot by Mail (Received, not Postmarked)	Friday, October 26, 2018
Last Day of Early Voting by Personal Appearance	Friday, November 2, 2018
Last day to Receive Ballot by Mail	Tuesday, November 6, 2018 (Election Day) at 7:00 p.m. if carrier envelope is not postmarked, OR Wednesday, November 7, 2018 (next business day after Election Day) at 5:00 p.m. if carrier envelope is postmarked by 7:00 p.m. at the location of the election on Election Day (unless overseas or military voter deadlines apply) ⁴

'Under new law, most local entities now have a "first day" to file.
For the few entities who do not have a first day to file: For the May 5, 2018 election, Wednesday, January 17, 2018 is the deadline to post notice of candidate filing deadline for local political subdivisions that do not have a first day to file for their candidates. For the November 6, 2018 election, Monday, July 23, 2018 is the deadline to post notice of candidate filing deadline for local political subdivisions that do not have a first day to file for their candidates. (If the 30th day before last day on which candidate may file falls on a Saturday, deadline moves to next business day). Local political subdivisions include: cities, school districts, water districts, hospital districts, and any other local government entity that conducts elections. Many of these elections are conducted on the May

uniform election date. Note: Counties may also be holding local proposition (measure) elections on May 5, 2018.

² Filing deadlines: generally, the filing deadline is the 78th day prior to Election Day. The Code may provide a different special election filing deadline. See Section 201,054 of the Texas Election Code (the "Code"). Write-in deadlines for general and special elections vary; the deadline for most local (city, school, other) general elections is now the same day as the fling deadline for application for a place on the 3 If no candidate for a four-year term has filed an application for a place on the ballot for a city office, the filing deadline for that office is extended to 5 p.m. of the 57th day before the election. For the May ballot in a May election or November election; special election write-in rules vary, see long calendars for details.

4 Please note that pursuant to House Bills 1151 and 929 (2017), different deadlines apply to the last day to receive ballots sent by the following: 1) non-military and military voters who mailed ballots from 5, 2018 election, this is Friday, March 9, 2018. For the November 6, 2018 election, this is Monday, September 10, 2018. See Section 143.008 of the Code.

overseas and submitted a regular state Application for Ballot By Mail ("ABBM"), 2) non-military voters who mailed ballots from overseas and who submitted an FPCA"), and (3) military voters who mailed ballots domestically or from overseas and who submitted an FPCA. See Secs. 86.007, 101.001 and 101.057 of the Code. Please contact the Elections Division of the Office of the Texas Secretary of State at 1-800-252-VOTE (8683) for additional information.

STATE OF TEXAS LOCAL GOVERNMENT CODE

TITLE 5. MATTERS AFFECTING PUBLIC OFFICERS AND EMPLOYEES SUBTITLE C. MATTERS AFFECTING PUBLIC OFFICERS AND EMPLOYEES OF MORE THAN ONE TYPE OF LOCAL GOVERNMENT

CHAPTER 171. REGULATION OF CONFLICTS OF INTEREST OF OFFICERS OF MUNICIPALITIES, COUNTIES, AND CERTAIN OTHER LOCAL GOVERNMENTS

Sec. 171.001. DEFINITIONS. In this chapter:

- (1) "Local public official" means a member of the governing body or another officer, whether elected, appointed, paid, or unpaid, of any district (including a school district), county, municipality, precinct, central appraisal district, transit authority or district, or other local governmental entity who exercises responsibilities beyond those that are advisory in nature.
- (2) "Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.

 Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 171.002. SUBSTANTIAL INTEREST IN BUSINESS ENTITY. (a) For purposes of this chapter, a person has a substantial interest in a business entity if:

- (1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
- (2) funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year.
- (b) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.
- (c) A local public official is considered to have a substantial interest under this section if a person related to the official in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a substantial interest under this section.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 40(a), eff. Aug. 28, 1989; Acts 1991, 72nd Leg., ch. 561, Sec. 37, eff. Aug. 26, 1991; Acts 1995, 74th Leg., ch. 76, Sec. 5.95(27), eff. Sept. 1, 1995; Acts 1997, 75th Leg., ch. 849, Sec. 1, eff. Sept. 1, 1997.

Sec. 171.0025. APPLICATION OF CHAPTER TO MEMBER OF HIGHER EDUCATION AUTHORITY. This chapter does not apply to a board member of a higher education authority created under Chapter 53, Education Code, unless a vote, act, or other participation by the board member in the affairs of the higher education authority would provide a financial benefit to a financial institution, school, college, or university that is:

- (1) a source of income to the board member; or
- (2) a business entity in which the board member has an interest distinguishable from a financial benefit available to any other similar financial institution or other school, college, or university whose students are eligible for a student loan available under Chapter 53, Education Code.

Added by Acts 1989, 71st Leg., ch. 1, Sec. 41(a), eff. Aug. 28, 1989.

Sec. 171.003. PROHIBITED ACTS; PENALTY. (a) A local public official commits an offense if the official knowingly:

- (1) violates Section 171.004;
- (2) acts as surety for a business entity that has work, business, or a contract with the governmental entity; or
- (3) acts as surety on any official bond required of an officer of the governmental entity.
- (b) An offense under this section is a Class A misdemeanor.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 40(a), eff. Aug. 28, 1989.

Sec. 171.004. AFFIDAVIT AND ABSTENTION FROM VOTING REQUIRED. (a) If a local public official has a substantial interest in a business entity or in real property, the official shall file, before a vote or decision on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter if:

- (1) in the case of a substantial interest in a business entity the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
- (2) in the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.
- (b) The affidavit must be filed with the official record keeper of the governmental entity.
- (c) If a local public official is required to file and does file an affidavit under Subsection (a), the official is not required to abstain from further participation in the matter requiring the affidavit if a majority of the members of the governmental entity of which the official is a member is composed of persons who are likewise required to file and who do file affidavits of similar interests on the same official action.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 40(a), eff. Aug. 28, 1989.

Sec. 171.005. VOTING ON BUDGET. (a) The governing body of a governmental entity shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a member of the governing body has a substantial interest.

- (b) Except as provided by Section 171.004(c), the affected member may not participate in that separate vote. The member may vote on a final budget if:
- (1) the member has complied with this chapter; and
- (2) the matter in which the member is concerned has been resolved.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Renumbered from Sec. 171.006 and amended by Acts 1989, 71st Leg., ch. 1, Sec. 40(a), eff. Aug. 28, 1989.

Sec. 171.006. EFFECT OF VIOLATION OF CHAPTER. The finding by a court of a violation under this chapter does not render an action of the governing body voidable unless the measure that was the subject of an action involving a conflict of interest would not have passed the governing body without the vote of the person who violated the chapter.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Renumbered from Sec. 171.008 by Acts 1989, 71st Leg., ch. 1,

Sec. 40(a), eff. Aug. 28, 1989.

Sec. 171.007. COMMON LAW PREEMPTED; CUMULATIVE OF MUNICIPAL PROVISIONS. (a) This chapter preempts the common law of conflict of interests as applied to local public officials.

(b) This chapter is cumulative of municipal charter provisions and municipal ordinances defining and prohibiting conflicts of interests.

Amended by Acts 1989, 71st Leg., ch. 1, Sec. 40(a), eff. Aug. 28, 1989.

Sec. 171.009. SERVICE ON BOARD OF CORPORATION FOR NO COMPENSATION. It shall be lawful for a local public official to serve as a member of the board of directors of private, nonprofit corporations when such officials receive no compensation or other remuneration from the nonprofit corporation or other nonprofit entity. Added by Acts 1989, 71st Leg., ch. 475, Sec. 2, eff. Aug. 28, 1989.

Sec. 171.010. PRACTICE OF LAW. (a) For purposes of this chapter, a county judge or county commissioner engaged in the private practice of law has a substantial interest in a business entity if the official has entered a court appearance or signed court pleadings in a matter relating to that business entity.

- (b) A county judge or county commissioner that has a substantial interest in a business entity as described by Subsection
- (a) must comply with this chapter.
- (c) A judge of a constitutional county court may not enter a court appearance or sign court pleadings as an attorney in any matter before:
- (1) the court over which the judge presides; or
- (2) any court in this state over which the judge's court exercises appellate jurisdiction.
- (d) Upon compliance with this chapter, a county judge or commissioner may practice law in the courts located in the county where the county judge or commissioner serves.

Added by Acts 2003, 78th Leg., ch. 227, Sec. 21, eff. Sept. 1, 2003; Acts 2003, 78th Leg., ch. 1206, Sec. 3, eff. June 20, 2003.

The Texas Constitution

Article 16 - GENERAL PROVISIONS

Section 40 - HOLDING MORE THAN ONE OFFICE; EXCEPTIONS; RIGHT TO VOTE

- (a) No person shall hold or exercise at the same time, more than one civil office of emolument, except that of Justice of the Peace, County Commissioner, Notary Public and Postmaster, Officer of the National Guard, the National Guard Reserve, and the Officers Reserve Corps of the United States and enlisted men of the National Guard, the National Guard Reserve, and the Organized Reserves of the United States, and retired officers of the United States Army, Air Force, Navy, Marine Corps, and Coast Guard, and retired warrant officers, and retired enlisted men of the United States Army, Air Force, Navy, Marine Corps, and Coast Guard, and the officers and directors of soil and water conservation districts, unless otherwise specially provided herein. Provided, that nothing in this Constitution shall be construed to prohibit an officer or enlisted man of the National Guard, and the National Guard Reserve, or an officer in the Officers Reserve Corps of the United States, or an enlisted man in the Organized Reserves of the United States, or retired officers of the United States Army, Air Force, Navy, Marine Corps, and Coast Guard, and retired warrant officers, and retired enlisted men of the United States Army, Air Force, Navy, Marine Corps, and Coast Guard, and officers of the State soil and water conservation districts, from holding at the same time any other office or position of honor, trust or profit, under this State or the United States, or from voting at any election, general, special or primary in this State when otherwise qualified.
- (b) State employees or other individuals who receive all or part of their compensation either directly or indirectly from funds of the State of Texas and who are not State officers, shall not be barred from serving as members of the governing bodies of school districts, cities, towns, or other local governmental districts. Such State employees or other individuals may not receive a salary for serving as members of such governing bodies, except that:
- (1) a schoolteacher, retired schoolteacher, or retired school administrator may receive compensation for serving as a member of a governing body of a school district, city, town, or local governmental district, including a water district created under Section 59, Article XVI, or Section 52, Article III; and
- (2) a faculty member or retired faculty member of a public institution of higher education may receive compensation for serving as a member of a governing body of a water district created under Section 59 of this article or under Section 52, Article III, of this constitution.
- (c) It is further provided that a nonelective State officer may hold other nonelective offices under the State or the United States, if the other office is of benefit to the State of Texas or is required by the State or Federal law, and there is no conflict with the original office for which he receives salary or compensation.
- (d) No member of the Legislature of this State may hold any other office or position of profit under this State, or the United States, except as a notary public if qualified by law.

(Amended Nov. 2, 1926, Nov. 8, 1932, Nov. 7, 1972, Nov. 6, 2001, and Sept. 13, 2003.)

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM CTA PG 1

	See	CTA Instruction Guide for detailed instructions.		1 Total pages file	ed:
2	CANDIDATE	MS / MRS / MR FIRST	MI	OFFICE	USE ONLY
	NAME			Filer ID #	
		NICKNAME LAST	SUFFIX	Date Received	
	_				
3	CANDIDATE MAILING ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE;	ZIP CODE		
				Date Hand-delivered	or Postmarked
4	CANDIDATE PHONE	AREA CODE PHONE NUMBER EXTEN	SION	Receipt#	Amount\$
		()		Date Processed	
5	OFFICE HELD (if any)			Date Imaged	
6	OFFICE SOUGHT (if known)				
7	CAMPAIGN TREASURER NAME	MS/MRS/MR FIRST MI NICKNA	AME	LAST	SUFFIX
8	CAMPAIGN TREASURER STREET ADDRESS residence or business)	STREET ADDRESS (NO PO BOX PLEASE); APT / SUITE #; CITY;	STATE;	ZIP CODE	
`					
9	CAMPAIGN TREASURER	AREA CODE PHONE NUMBER EXTENS	SION		
	PHONE				
10	CANDIDATE SIGNATURE	I am aware of the Nepotism Law, Chapter 5			
		I am aware of my responsibility to file timely the Election Code.	y repoπs as	s required by	title 15 of
		I am aware of the restrictions in title 15 of the from corporations and labor organizations.	e Election C	Code on contr	ibutions
		Signature of Candidate	y 	Date Signe	d
		GO TO PAGE 2			

CANDIDATE MODIFIED REPORTING DECLARATION

FORM CTA PG 2

11 CANDIDATE NAME							
12 MODIFIED REPORTING DECLARATION		CTION ONLY IF YOU ARE DIFIED REPORTING					
		ed no later than the 30th day before ch the declaration applies. ••					
		•• The modified reporting option is valid for one election cycle only. •• (An election cycle includes a primary election, a general election, and any related runoffs.)					
	of state chair of a political party e modified reporting. ••						
	I do not intend to accept more than \$500 in political contri make more than \$500 in political expenditures (excluding to in connection with any future election within the election understand that if either one of those limits is exceeded required to file pre-election reports and, if necessary report.						
	Year of election(s) or election cycle to	Signature of Candidate					
	which declaration applies						

This appointment is effective on the date it is filed with the appropriate filing authority.

TEC Filers may send this form to the TEC electronically at treasappoint@ethics.state.tx.us or Fax this form to (512) 463-8808 or mail to Texas Ethics Commission P.O. Box 12070

Austin, TX 78711-2070

Non-TEC Filers must file this form with the local filing authority DO NOT SEND TO TEC

For more information about where to file go to: https://www.ethics.state.tx.us/whatsnew/NewFilersGettingStarted.html



TEXAS ETHICS COMMISSION 2018 FILING SCHEDULE FOR REPORTS DUE IN CONNECTION WITH ELECTIONS HELD ON UNIFORM ELECTION DATES

This is a filing schedule for reports to be filed in connection with elections held on uniform election dates in May and November. Examples of elections held on uniform election dates are elections for school board positions and city offices. The uniform election dates in 2018 are May 5 and November 6.

Candidates and officeholders must file semiannual reports (due on January 16, 2018, and July 16, 2018). In addition, a candidate who has an opponent on the ballot in an election held on a uniform election date must file two pre-election reports (unless the candidate has elected modified reporting).

The campaign treasurer of a political committee that is involved in an election held on a uniform election date must also file pre-election reports (unless the committee is a general-purpose political committee that files monthly or a specific-purpose political committee that files on the modified reporting schedule). This schedule sets out the due dates for pre-election reports in connection with elections on uniform election dates. Please consult the 2018 REGULAR FILING SCHEDULE FOR GENERAL-PURPOSE POLITICAL COMMITTEES (GPAC), COUNTY EXECUTIVE COMMITTEES (CEC), AND SPECIFIC-PURPOSE POLITICAL COMMITTEES (SPAC) for a complete listing of political committee deadlines.

Candidates for and officeholders in local offices regularly filled at the general election for state and county officers (the November election in even-numbered years) should use the 2018 FILING SCHEDULE FOR CANDIDATES AND OFFICEHOLDERS FILING WITH THE COUNTY CLERK OR ELECTIONS ADMINISTRATOR.

EXPLANATION OF THE FILING SCHEDULE CHART

COLUMN I: REPORT DUE DATE - This is the date by which the report must be filed. If the due date for a report falls on a Saturday, Sunday, or legal holiday, the report is due on the next regular business day. This schedule shows the extended deadline where applicable. A report transmitted to the Texas Ethics Commission over the Internet is considered timely filed if it is transmitted *by midnight, Central Time Zone, on the night of the filing deadline*. For most filing deadlines, a report filed on paper is considered timely filed if it is deposited with the U.S. Post Office or a common or contract carrier properly addressed with postage and handling charges prepaid, or hand-delivered to the filing authority by the filing deadline. **Pre-Election Reports:** A report due 30 days before an election and a report due 8 days before an election must be *received* by the appropriate filing authority no later than the report due date to be considered timely filed.

<u>COLUMN II: TYPE OF REPORT (WHO FILES)</u> - This column gives the report type and explains which reporting form to use and which filers are required to file the report.

<u>COLUMN III: BEGINNING DATE OF PERIOD COVERED</u> - This column sets out the beginning date of the time period covered by the report. Use the latest one of the applicable dates. The "date of campaign treasurer appointment" is the beginning date only for the *first* report filed after filing a campaign treasurer appointment. For officeholders recently appointed to an elective office, the beginning date for the first report will be the date the officeholder took office, provided that he or she was not already filing as an officeholder or candidate at the time of the appointment. (*NOTE:* If you are ever confused about the beginning date for a required report, remember this rule: **There should never be gaps between reporting periods and, generally, there should not be overlaps.**)

<u>COLUMN IV: ENDING DATE OF PERIOD COVERED</u> - This column sets out the ending date of the time period covered by the report. The report must include reportable activity occurring on the ending date.

Please consult the CAMPAIGN FINANCE GUIDE FOR CANDIDATES AND OFFICEHOLDERS WHO FILE WITH LOCAL FILING AUTHORITIES or the CAMPAIGN FINANCE GUIDE FOR POLITICAL COMMITTEES for further information.

COLUMN I
DUE DATE

COLUMN II TYPE OF REPORT (WHO FILES)

COLUMN III BEGINNING DATE OF PERIOD COVERED

COLUMN IV
ENDING DATE
OF PERIOD
COVERED

REPORTS DUE BEFORE THE NOVEMBER 6, 2018, UNIFORM ELECTION

Tuesday, October 9, 2018 Deadline is extended because of weekend and holiday. NOTE: This report	30th day before the November 6, 2018, uniform election [FORM C/OH] (all local candidates who have an opponent on the ballot in the November 6 election and who do not file on the modified reporting schedule)	July 1, 2018, <u>or</u> the date of campaign treasurer appointment, <u>or</u> the day after the date the last report ended.	September 27, 2018		
must be <u>received</u> by the appropriate filing authority no later than October 9, 2018.	[FORM GPAC] (all GPACs that are involved with the November 6 election) [FORM SPAC] (all SPACs that do not file on the modified reporting schedule and that supported or opposed an opposed candidate or a measure in the November 6 election)	^			
Monday, October 29, 2018 NOTE: This report must be received by the appropriate filing authority no later than October 29, 2018.	8th day before the November 6, 2018, uniform election [FORM C/OH] (all local candidates who have an opponent on the ballot in the November 6 election and who do not file on the modified reporting schedule) [FORM GPAC] (all GPACs that filed a "30th Day Before Election Report" or that are involved with the November 6 election) [FORM SPAC] (all SPACs that do not file on the modified reporting schedule and that filed a "30th Day Before Election Report" or that supported or opposed an opposed candidate or a measure in the November 6 election)	September 28, 2018, <u>or</u> the date of campaign treasurer appointment, <u>or</u> the day after the date the last report ended.	NOTE: Daily pre- election reports of contributions accepted and direct campaign expenditures made after October 27, 2018, may be required. Please consult the Campaign Finance Guide for further information.		

NOTE: A political committee must file pre-election reports if the committee is involved with the election during each pre-election reporting period. A political committee must file an 8-day pre-election report if the committee filed a 30-day pre-election report, even if there is no activity to report during the 8-day reporting period. The campaign treasurer of a political committee may be required to file 30-day and 8-day pre-election reports in connection with elections not listed on this schedule.

CODE OF FAIR CAMPAIGN **PRACTICES**

Texas Ethics Commission

FORM CFCP COVER SHEET

OFFICE USE ONLY Pursuant to chapter 258 of the Election Code, every candidate and Date Received political committee is encouraged to subscribe to the Code of Fair Campaign Practices. The Code may be filed with the proper filing authority upon submission of a campaign treasurer appointment form. Candidates or political committees that already have a current campaign treasurer appointment on file as of September 1, Date Hand-delivered or Postmarked 1997, may subscribe to the code at any time. Date Processed Subscription to the Code of Fair Campaign Practices is voluntary. Date Imaged 1 ACCOUNT NUMBER 2 TYPE OF FILER (Ethics Commission Filers) CANDIDATE POLITICAL COMMITTEE If filing for a political committee, complete If filing as a candidate, complete boxes 3 - 6, then read and sign page 2. boxes 7 and 8, then read and sign page 2. TITLE (Dr., Mr., Ms., etc.) 3 NAME OF CANDIDATE (PLEASE TYPE OR PRINT) SUFFIX (SR, JR, III, etc.) NICKNAME LAST 4 TELEPHONE NUMBER AREA CODE PHONE NUMBER EXTENSION OF CANDIDATE (PLEASE TYPE OR PRINT) STATE: ZIP CODE STREET / PO BOX: APT / SUITE # CITY: 5 ADDRESS OF CANDIDATE (PLEASE TYPE OR PRINT) 6 OFFICE SOUGHT BY CANDIDATE (PLEASE TYPE OR PRINT) 7 NAME OF COMMITTEE (PLEASE TYPE OR PRINT) TITLE (Dr., Mr,, Ms,, etc,) 8 NAME OF CAMPAIGN TREASURER (PLEASE TYPE OR PRINT) NICKNAME SUFFIX (SR., JR., III, etc.) LAST **GO TO PAGE 2**

Austin, Texas 78711-2070

(TDD 1-800-735-2989)

CODE OF FAIR CAMPAIGN PRACTICES

Austin, Texas 78711-2070

There are basic principles of decency, honesty, and fair play that every candidate and political committee in this state has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional rights to a free and untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I will conduct the campaign openly and publicly and limit attacks on my opponent to legitimate challenges to my opponent's record and stated positions on issues.
- I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks (2)on any candidate or the candidate's personal or family life.
- I will not use or permit any appeal to negative prejudice based on race, sex, religion, or national origin.
- I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I (4) use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opponent.
- I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our system (5) of free elections or that hampers or prevents the full and free expression of the will of the voters, including any activity aimed at intimidating voters or discouraging them from voting.
- I will defend and uphold the right of every qualified voter to full and equal participation in the electoral process, (6)and will not engage in any activity aimed at intimidating voters or discouraging them from voting.
- I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Texas or campaign treasurer of a political committee, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct the campaign in accordance with the above principles and practices.

Signature	Date

www.ethics.state.tx.us Revised 11/23/2010

POLITICAL ADVERTISING

What You Need To Know



The Texas Election Law requires certain disclosures and notices on political advertising. The law also prohibits certain types of misrepresentation in political advertising and campaign communications. This brochure explains what you need to know to insure that your political advertising and campaign communications comply with the law.

If you are not sure what the law requires, do the cautious thing. Use the political advertising disclosure statement whenever you think it might be necessary, and do not use any possibly misleading information in political advertising or a campaign communication. If you are using political advertising or campaign communications from a prior campaign, you should check to see if the law has changed since that campaign.

Candidates for federal office should check with the Federal Election Commission at (800) 424-9530 for information on federal political advertising laws.

NOTICE: This guide is intended only as a general overview of the disclosure statements that must appear on political advertising as required under Chapter 255 of the Election Code, which is distinct from political reporting requirements under Chapter 254 of the Election Code.

Texas Ethics Commission P.O. Box 12070 Austin, Texas 78711-2070

> (512) 463-5800 FAX (512) 463-5777 TDD (800) 735-2989

Visit us at www.ethics.state.tx.us on the Internet.

POLITICAL FUNDRAISERS:

What You Need to Know



A GUIDE FOR CANDIDATES, OFFICEHOLDERS, AND POLITICAL COMMITTEES

August 17, 2015

Visit us at https://www.ethics.state.tx.us on the Internet

Reporting Tips From The Legal Division

New Schedule for Reporting Credit Card Charges

Expenses From Personal Funds

Staff Reimbursement

Political Contributions Maintained

Reporting Purpose of Political Expenditure

Making Contributions? Get Name and Address Right

JCFA Compliance Tips

TEXAS ETHICS COMMISSION

P.O. Box 12070, Capitol Station Austin, Texas 78711-2070

Jim Clancy Chair

Paul W. Hobby Vice Chair

David A. Reisman Executive Director



Commissioners

Hugh C. Akin Tom Harrison Bob Long Paula M. Mendoza Tom Ramsay Chase Untermeyer

RESOLUTION

The Texas Ethics Commission unanimously condemns the use of misleading campaign communications regarding the activities of the Commission.

The use of the statements "a sworn complaint has been filed against Candidate A" or "the Texas Ethics Commission is investigating a complaint against Candidate A" are improper attempts to mislead the public. It is therefore the unanimous opinion of the bipartisan Texas Ethics Commission that the use of such language in campaign communications is an unfair practice and should be judged accordingly by voters.

By law, the Texas Ethics Commission investigates every sworn complaint, whether it has merit or not. Likewise, any citizen of the State of Texas has the right to file a sworn complaint, whether it has merit or not. The fact that a complaint has been filed or the Commission is investigating provides no meaningful information to the voting public. Anyone can file a complaint and the Commission must investigate the complaints it receives.

If violations of the statutes under the Commission's jurisdiction have occurred, the proper way to inform the public of these violations is to describe the facts of the violation or the actual findings of the Commission after the conclusion of an investigation.

The Commission directs that this resolution be prominently referenced on the Commission's website and that the resolution be sent to members of the legislature and state and county party chairs.

(/content/txdot/en.html)

A - Z Site Index (/inside-txdot/sitemap.html) | Contact Us (http://www.txdot.gov/contact-us/form.html) | Español (/inside-txdot/spanish.html) | txdot/spanish.html)

Search TxDOT

Q

Campaign Signs

Home (/content/txdot/en.html) > Inside TxDOT (/inside-txdot.html) > Divisions (/inside-txdot/division.html)

> Right of Way (/inside-txdot/division/right-of-way.html)

During campaign season, the landscape blooms with a special kind of flower - the political sign. Unlike wildflowers that are welcome anywhere, putting campaign signs on public lands is illegal. So before you plant that sign, learn the law and keep Texas beautiful. TxDOT only regulates campaign signs under chapter 394 of the Texas Transportation Code.

You Need to Know

- It is illegal to place any signs on or within the right of way. This includes posting signs on trees, telephone poles, traffic signs and other objects on the right of way.
- Campaign signs along Texas roads can be placed on private property with the owner's permission.
- Before placing a sign inside of incorporated city limits, check with the city for applicable ordinances.

Sign Removal

If you've placed your sign in the right of way or it's posing a traffic hazard, we will remove it without prior notice. All costs associated with sign removal will be paid by the sign owner.

More Information

Political Advertising – Texas Ethics Commission (http://www.ethics.state.tx.us/filinginfo/padpubs.htm)

Contact Us

(512) 416-3030

Email (http://www.txdot.gov/contact-us/form.html?id=row-oa-email)

Divisions Aviation (/inside-txdot/division/aviation.html) : Bridge (/inside-txdot/division/bridge.html) : Civil Rights (/inside-txdot/division/civil-rights.html) :

8.300: Exempt Signs

sign permit unless they are illuminated, in which case they do require a sign permit and review for compliance with applicable codes.

8.301 Directional Signs

- 8.301.A One directional sign may be installed at each vehicle entrance and exit. Such signs may be illuminated, but they may not exceed 4 square feet in area or 5 feet in height. Commercial messages may not comprise more than 50% of the area of a directional sign.
- 8.301.B Off-street parking areas with a capacity of more than 4 vehicles may display signs that do not exceed 12 square feet in area or 10 feet in height. Such signs are allowed for the purposes of informing patrons and visitors about parking rates and rules, the location of stairways and elevators, pedestrian routes, restrooms, and other on-site facilities. Such signs may not be illuminated and may not contain any commercial message.

8.302 Menu Board Signs

Menu board signs that are accessory to allowed drive-through uses are permitted in addition to other allowed signs, as follows:

- 8.302.A Number and Dimensions
 One primary menu board not to exceed 36 square feet in area or 8 feet in height is allowed per order station up to a maximum of 2 primary menu boards. One secondary menu board not to exceed 15 square feet in area or 6 feet in height is allowed.
- 8.302.B Residential Separation
 Menu board signs must be set back at least 50 feet from NC districts.
- 8.302.C Visibility

 Menu board signs are intended to convey information to motorists within the boundaries of the development and therefore may not be located or oriented to be visible from off site.

8.303 Newspaper Vending Boxes

Vending boxes offering newspapers, brochures or other printed material (whether for sale or free) are not regulated as signs. Such boxes may be placed on sidewalks, provided they do not impede motorized or nonmotorized traffic.

8.304 Temporary Signs

8.304.A Real Estate Signs
One "For Sale," "For Rent" or similar real estate sign is allowed per
street frontage. Such signs are limited to a maximum of 32 square feet
in area and 16 feet in height except in NC districts, where they are

limited to 8 square feet in area and 8 feet in height.

8.304.B Construction Signs

Up to 3 construction signs are allowed per street frontage during the time that construction or development activity is occurring on the subject lot. Such signs may not exceed 32 square feet in area or 16 feet

8.400: Signs in the Right-of-Way

in height. Construction signs must be removed within 2 weeks of completion of the construction or development.

8.304.C Campaign Signs

Temporary campaign signs are allowed only on private property and only with the consent of the subject property owner. In NC districts campaign signs may not exceed 8 square feet in area.

8.304.D Nameplates

Nameplates attached to the wall of a building are exempt signs, provided they do not exceed 4 square feet in area.

8.304.E Window Signs

Window signs are exempt signs, provided they do not cover more than 50% of the area of the window to which they are affixed.

8.305 Other Exempt Signs

The following additional signs are exempt signs:

- 8.305.A Signs established by, or by order or authorization of, any governmental agency;
- 8.305.B Flags, emblems or insignia of any nation or political subdivision;
- 8.305.C Commemorative wall plaques and memorial wall signs;
- 8.305.D Signs that are not legible from any public right-of-way or from beyond the boundaries of the lot or parcel;
- 8.305.E Signs within completely enclosed buildings and that are located more than 12 inches from any window;
- 8.305.F Holiday displays containing no commercial message;
- 8.305.G Labels and notices on accessory equipment or structures, provided the label or notice does not exceeding 15 square inches in area;
- 8.305.H Address and street number signs;
- 8.305.1 Signs within a stadium or ball field designed to be viewed solely by spectators within facility;
- 8.305.J "No trespassing," "no dumping" and similar warning/security signs that do not to exceed 8 square feet in area; and
- 8.305.K Non-illuminated awnings with no more than 6 square feet of sign (copy) area on the border of the awning.

8.400 Signs in the Right-of-Way

8.401 General Prohibition

With the exception of signs lawfully permitted or erected before June 16, 1981 or as otherwise expressly stated in this article, signs are prohibited on a public street, public sidewalk, public right-of-way, public curb or other public property without the express consent of the City Council.

ALL INFORMATION IS	REQUIRED TO B	E PROVIDED U	INLESS INDICATED	OPTIONAL
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APPLICATION FOR A PLACE	ON THE _					GENER	AL ELECTION	N BALLOT	
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							FULL		
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Route. If you do not have a residence				, 022,0	,	(44		, ,	
at which you receive personal mail and le	ocation of re	siden	ce.)						
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If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear									
that my nickname does not constitute a slogan nor does it indicate a political, economic, social, or religious view or affiliation. I have been									
commonly known by this nickname for at least three years prior to this election.									
Before me, the undersigned authority, on this day personally appeared (name), who being by me									
here and now duly sworn, upon oath says:									
nere and non-sury eneminations.									
"I, (name)	i		of					Texas, being a	
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this state. I have not been finally convict	ed of a felor	v for	which I have i	not been pa	irdoned or had my	full rights	of citizenship r	estored by other	
official action. I have not been determin	ed by a final	, I judgr	ment of a cou	rt exercisin	, g probate jurisdict	ion to be t	otally mentally	incapacitated or	
partially mentally incapacitated without	the right to v	vote. I	am aware of	the nepotis	m law, Chapter 57	'3, Governi	ment Code.		
			11						
I further swear that the foregoing statem	ients include	ea in m	ny application	are in all tr	lings true and corr	ect.			
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Signature of Officer Administering Oath ⁴ Title of Officer Administering Oath									
TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD: (See Section 1 007)									
(See Section 1.007)	Date R	leceive	ed		Signature of Secre	etary			
Voter Registration Status Verified									

INSTRUCTIONS

An application to have the name of a candidate placed on the ballot for any general election may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void. All fields **must** be completed unless specifically marked optional.

The general election filing deadline is 5:00 p.m. 78 days prior to election day for any uniform election date.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to himself, or to any other member of the governing body or court on which he serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption. Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and, if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

FOOTNOTES

¹For rules concerning the form of a candidate's name or nickname on the ballot, see Subchapter B, Chapter 52 of the Texas Election Code.

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml

³This refers to the length of residence inside the district or territory from which the office is elected. For example, length of residence in a school district, for a school trustee office elected at large. This field **MUST BE COMPLETED.**

⁴All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas.

									1/2017	
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SOLICITUD PARA FIGURAR EN LA BOLETA DEELECCIÓN GENERAL										
A: Secretario(a) de la Ciudac	d/ Secretario de	el Consejo								
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						/	/	VOTANTE (Opcional) ²		
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Tel. laboral:				EN EL ESTADO			1		ORIO POR EL LECTO/A³	
				año(s)					año(s)	
Tel. celular:				mes(es)				mes(es)		
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TO BE COMPLETED BY CITY S										
/Con Continu 1 007\										
(See Section 1.007)		Date Rec	eive	d	-	Signature of Secr	etary			

Voter Registration Status Verified \Box

INSTRUCCIONES

La solicitud para que el nombre de un candidato figure en la boleta para cualquier elección general no deberá registrarse antes de los treinta (30) días previos a la fecha límite para registrar la solicitud, según lo prescribe este código. Cualquier solicitud registrada antes de esa fecha se declarará inválida. Todos los campos deben ser completados a menos que se indique específicamente marcados como opcional.

El último día para registrarse es a las 5 de la tarde setenta y ocho (78) días antes del día de la elección en el caso de elecciones uniformes.

Si tiene alguna pregunta sobre la solicitud, por favor póngase en contacto con la división de elecciones del Secretario de Estado al 800-252-8683.

LEY SOBRE EL NEPOTISMO

El candidato deberá firmar esta declaración para indicar que tiene conocimiento sobre la ley sobre el nepotismo. A continuación figuran las prohibiciones del nepotismo según el capítulo 573 de Código Gobierno:

Ningún funcionario podrá nombrar, votar por o confirmar el nombramiento o empleo de ninguno de sus parientes en segundo grado por afinidad (matrimonio) o en tercer grado por consanguinidad (sangre), o de los parientes de cualquier otro integrante del cuerpo directivo o tribunal en que el funcionario celebre sesión cuando la compensación para esa persona se pagare con fondos públicos u honorarios de su puesto oficial. Sin embargo, la ley no prohíbe el nombramiento, el votar por o la confirmación de ninguna persona que haya trabajado en la oficina de manera continua o el empleo para el siguiente período antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro se elige en una elección general de funcionarios de estado y condado.

Ningún candidato podrá influir sobre un empleado relacionado al puesto oficial al cual el candidato aspira o un empleado o funcionario del cuerpo fiscal al cual el candidato aspira respecto del nombramiento o el empleo de un pariente del candidato en un grado prohibido según se indica arriba. Esta restricción no se dirige a las acciones de un candidato respecto de una clase o categoría de empleados o posibles empleados de buena fe.

Los ejemplos de parentesco en tercer grado por consanguinidad son los siguientes:

- (1) Primer grado: padre, madre, hijo(a);
- (2) Segundo grado: hermano(a), abuelo(a), nieto(a);
- (3) Tercer grado: bisabuelo(a), bisnieto(a), tío(a), sobrino(a).

Los siguientes incluyen parentescos de consanguinidad, medios hermanos y adopción legal. Los ejemplos de parentescos en segundo grado por afinidad son los siguientes:

- (1) Primer grado: cónyuge, suegro(a), yerno, nuera;
- (2) Segundo grado: cuñado(a), abuelo(a) del cónyuge.

Las personas que están emparentadas por afinidad (matrimonio) incluyen los cónyuges de parientes emparentados por consanguinidad, y, si casados, el cónyuge y los parientes del cónyuge por consanguinidad. No todos estos ejemplos son inclusivos.

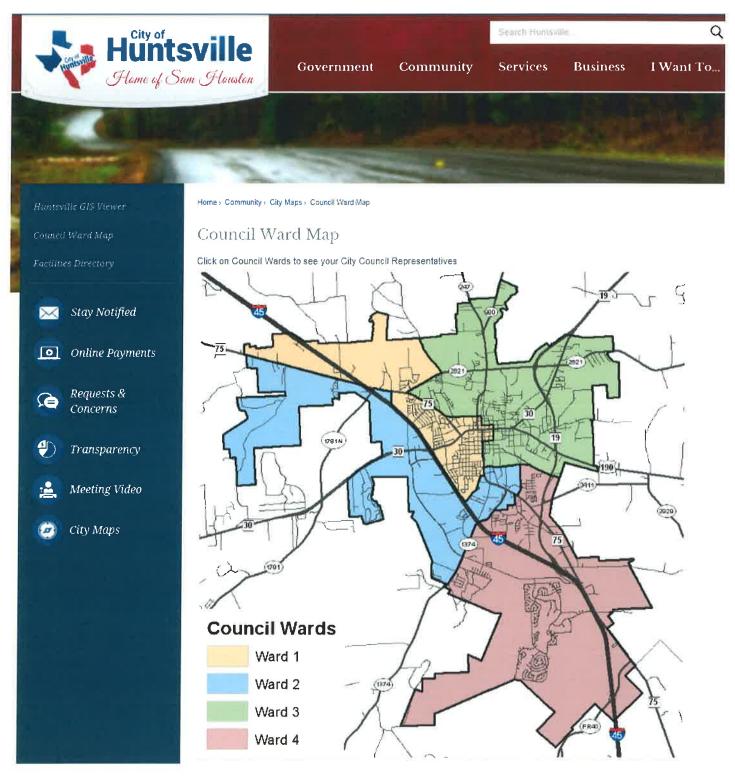
NOTAS

¹Para reglas sobre la forma del nombre de un candidato o apodo en la boleta electoral, vea el subcapítulo B, Capítulo 52 del Código Electoral de Texas.

La inclusión del número único de identificación de votante (VUID, por sus siglas en Ingles) es opcional. Sin embargo, para muchos candidatos, es un requisito estar registrados como votantes en el territorio por el cual serían electos a partir de la fecha límite de la solicitud. Puede encontrar información adicional sobre el requisito de registro de votante en nuestra página: http://www.sos.state.tx.us/elections/laws/hb484-fag.shtml

³Esto se refiere a la duración de la residencia dentro del distrito o territorio de que se elige la oficina. Por ejemplo, la duración de residencia en un distrito escolar, para una oficina del consejero escolar elegida en general. Este campo **DEBE SER COMPLETADO.**

⁴Los juramentos, las declaraciones juradas o las afirmaciones que se efectúen dentro de este Estado podrán ser administradas por un juez, escribano o comisionado de alguna corte de registro, por un notario público, un juez de paz, un secretario de la ciudad o el Secretario de Estado de Texas, quienes cuentan con la capacidad de proporcionar un certificado del hecho.



This interactive Ward map is available on the City web site. Slide the cursor across the map to see the Ward and At-Large representatives for each area. (On any page, slide over Government at the top, look for the Mayor and City Council heading on the right of the drop down mega menu, and click on Interactive Ward Map, or enter http://www.huntsvilletx.gov/CityWardMap in the browser.)

WALKER COUNTY NEEDS ELECTION WORKERS!

Election workers are fully trained to (1) prepare the area for voting and open the polls on time, (2) process voters during check-in on the electronic poll books, (3) provide assistance to voters when called upon, (4) and properly close the polls by completing and returning all required paperwork to Election Central.



WHO CAN BE AN ELECTION WORKER?

You are eligible to work elections if you are:

- ✓ Registered to vote in Walker County
- ✓ You are not an elected official
- ✓ You have good computer skills
- ✓ You have good customer service
- ✓ You enjoy meeting other people and serving the public

WHAT TYPE OF PEOPLE WORK AS ELECTION WORKERS?

Just about everyone! We have everyone from retired citizens to high school students. We have professional individuals that work full-time or part-time; those who are self-employed and stay-at-home parents. Election workers are a very diverse workforce. We are always in need of bilingual election workers as well!

WHEN ARE ELECTIONS HELD? WHAT ARE THE HOURS?

- General Elections are held each year on the first Tuesday in May and November
- Primary Elections are held in even years on the second Tuesday in March
- Runoff Elections are held as necessary
- Special Elections are held as necessary
- Polls are open on Election Day from 7:00am to 7:00pm

Election workers arrive an hour early for set-up and stay an hour late for closing.

WHAT DO ELECTION WORKERS DO?

Election workers work in their own home precinct. Duties include:

- ✓ Arriving at the poll place at 6:00am to set up voting area and prepare for voting;
- ✓ Greeting voters with a friendly smile;
- ✓ Qualifying and checking in voters using electronic poll books;
- ✓ Assisting voters when asked, including those with special needs;
- ✓ Ensure that all laws are followed and the election process is honest as well as organized;
- ✓ Closing polls at 7:00pm (or once the last voter in line has voted), then close out poll place properly;
- ✓ And returning all required forms and equipment to Election Central.

IS TRAINING PROVIDED?

Yes! All election workers must complete (1) online poll-worker training, (2) a mandatory DVD training, (3) electronic poll book training, (4) and an in-person state mandatory training (normally held the Saturday before the election). Additional training sessions could be required.

ARE ELECTION WORKERS PAID? YES! All election workers are paid \$9.00 per hour.

1846

PLEASE CALL (936) 436-4959 FOR MORE INFORMATION.

THANK YOU FOR YOUR INTEREST IN BECOMING AN ELECTION WORKER!